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Jeffrey A. Meyers  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*OFFICE OF THE COMMISSIONER*

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January 17, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$1,500.00 as follows:

Institution:	Southern New Hampshire University – College for America 2500 North River Rd Hooksett, New Hampshire 03106
Course Title(s):	Modules in Business Management 1. Macroeconomics 2. Business Essentials 3. Using Data to Inform Decisions 4. Research, Analysis, and Cultural Study
Course Date(s):	Begin: 03/01/2019 End: 08/31/2019
Employee:	Caroline Trexler
Funding Source:	05-95-95-953010:56770000-066-500544
Total Cost of Course(s):	\$1,500.00
State Share:	\$1,500.00
Source of Funds:	Employee Training, 100% General

**EXPLANATION**

These modules: Macroeconomics; Business Essentials; Using Data to Inform Decisions; and Research, Analysis, and Cultural Study, will benefit the Department and Ms. Trexler by allowing her to become more proficient in business management. These modules focus on key economic and social considerations such as the role of government policy in influencing levels of economic activity; exploring the decision making process as informed by ethical frameworks and organizational structure; understanding the role of quantitative data in answering questions about human behavior; and conducting research to answer questions and engage in analysis for a deeper understanding of culture. Building these competencies will assist Ms. Trexler in communicating with diverse colleagues and clients, as well as determining best practices in order to enhance program initiatives and incentive payment procedures to assure the integration of management, program, and financial goals in carrying out the mission of the Department.

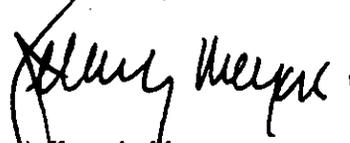
Caroline Trexler has been employed by the Department for more than ten (10) years and is currently a Program Planning and Review Specialist who oversees the work of the seven (7) Integrated Delivery Networks (IDNs) of the 1115 Waiver Delivery System Reform Incentive Program. Ms. Trexler's current scope of work consists of assessing social and economic disparities across the state; analyzing and interpreting data consistent with state and federal law; and assessing program and resource needs. She also supervises regional program activities through statistical, financial, and program evaluation in order to ensure accountability and successful regional implementation of New Hampshire's Building Capacity for Transformation 1115 Waiver. Further duties include providing consultation and technical assistance to executive and professional staff of the IDNs, other community agencies, and to consumers and families; collaborating on continuous quality improvement activities; and reviewing and interpreting federal and state laws, rules and guidelines set in the Standard Terms and Conditions approved by the Center for Medicaid and Medicare Services. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Jeffrey A. Meyers  
Commissioner



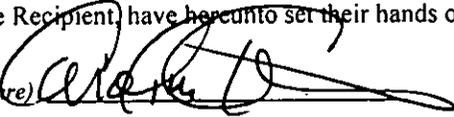
**THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 1st day of February, 2019 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Caroline Trexler (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$1,500.00, which monies shall be used for the purpose of enrolling the Recipient in: Modules in Business Management (Macroeconomics, Business Essentials, Using Data to Inform Decisions, & Research, Analysis, and Cultural Study), which course(s) is being offered by College for America at Southern New Hampshire University and which course(s) shall commence on March 1, 2019 and terminate on August 31, 2019.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

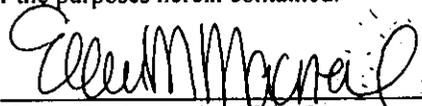
(signature) 

(printed name) Caroline Trexler

NOTARY State of New Hampshire, County of Merrimack:

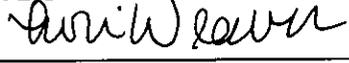
On this the 1st day of February, 2019, before me, Ellen Macneil, the undersigned officer, personally appeared, Caroline Trexler (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

  
Notary Public/Justice of the Peace

**ELLEN M. MACNEIL, Notary Public**  
My Commission Expires April 9, 2019

THE STATE OF NEW HAMPSHIRE

(signature) 

(date) 2-1-19

(printed name, title) Lori Weaver  
Associate Commissioner